



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

MEMORANDUM

DATE: August 10, 2005

TO: State CSBG Directors

FROM: Margaret Washnitzer, DSW
Director of State Assistance
Office of Community Services

SUBJECT: CSBG IM #85 - Application for Fiscal Year 2006
Community Services Block Grant Program (CSBG)
Funds - Based on the Availability of Funds

Attached is CSBG Information Memorandum #85 which spells out the requirements for developing your Fiscal Year 2006 Community Services Block Grant Program application. Information Memorandum #85 makes no changes to the previous memo (IM) which requested State Applications and Plans for FY 2005. (Issued June 14, 2004).

As we readied this package for transmittal to you, we were informed that additional information might be needed concerning the preventive action taken by States regarding troubled agencies. However, since this information is not usually supplied during the State Application and Plans process, we have decided to release this request for State Applications and Plans (IM85) without any additional information requests. We felt a delay in sending this information to you could seriously jeopardize your ability to complete and submit your FY 2006 State Plan by the **September 1, 2005** closing date.

After we have reviewed the need and format for submission of new information, we will send you the revised application requirements. We anticipate this will happen within the next 30 days. Once you receive the revised application requirements, you will be given 90 days, until December 1, 2005, to develop and submit the additional information to the Office of Community Services. The revised information will be treated as an amendment to your FY 2006 CSBG application.

Thank you for your cooperation. If you need any additional information regarding this matter please contact your designated CSBG Program Specialist.

COMMUNITY SERVICES BLOCK
GRANT PROGRAM

Information Memorandum

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of State Assistance
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Transmittal No. 85

Date: April 1, 2005

TO: States and U.S. Territories

SUBJECT: Application for Fiscal Year 2006 Community Services
Block Grant Program (CSBG) Funds Based on the
Availability of Funds

RELATED

REFERENCES: Community Services Block Grant Act, Title VI, Subtitle B,
of the Omnibus Budget Reconciliation Act of 1981, Public
Law 97-35, as amended; Human Services Amendments of
1994, P.L.103-252; the FY 1996 CSBG Appropriation
Legislation, P.L.104-134; C.F.R. Title 45, Part 96; Coats
Human Services Reauthorization Act of 1998, P. L. 105-
285, Department of Health and Human Services Block
Grant Regulations and Current Poverty Income Guidelines.

PURPOSE: To inform States and U.S. Territories of the CSBG
application requirements for FY 2006. CSBG applications
shall be submitted to the Office of Community Services by
September 1, 2005. (If you did not submit an application
which covered two fiscal years in the prior year.)

BACKGROUND: There is increased focus on outcome performance
measurement, fiscal accountability, monitoring, reporting,
training and technical assistance, collaborative work with
faith-based organizations and coordination of private/public
resources to address self-sufficiency. These are
requirements and responsibilities for States, eligible entities
and the Federal Government.

States and Territories have the option of submitting CSBG
applications annually or bi-annually (plans may cover one
or two fiscal years) either in electronic versions or official
paper copy. Electronic versions may be that of a floppy

disk, CD-Rom, or Zip-Disk. Do not send plans via E-Mail. Use of electronic versions will require a separate submittal of the lead agency designee original signature and certification page.

**CONTENT OF
APPLICATION:**

A complete CSBG application includes: (1) specific assurances certified by the designee of the lead agency; (2) a narrative State plan; (3) evidence that Legislative and public hearing requirements were met; (4) an Annual report; and (5) several administrative certifications.

- (1) Each application shall contain assurances and certifications by the designee of the lead agency. Assurances should contain the language precisely as it appears in subsections 676(b)(1) through 676(b)(13) of the CSBG Act. Certifications must show original signatures.
- (2) Evidence that the hearing requirements were met -- include documents which confirm that a legislative public hearing on the State plan was conducted as required by subsections 676(a)(3) and that the plan was made available for public inspection and review as required by 676(a)(2)(B). Legislation requires States to conduct a legislative hearing once every three years, and public hearings must be held in conjunction with development of the State plan.
- (3) State CSBG Plan Guide
A plan -- a narrative description of the manner in which the State will carry out the required legislative assurances. Attached is a CSBG Plan Guide for State CSBG and CFN applications, which should be used in the development of your plan. It is important that the narrative plan address each of the assurances in the outlined format entirely. Sufficient information should be included to adequately describe the proposed use and distribution of the CSBG 90 percent pass-through, funds to be used for administrative purposes, and, any funds to be used for training and technical assistance and discretionary purposes. The plan should also include: (1) a statement of goals and objectives, (2) information on the specific types of

activities to be supported, (3) areas and categories of individuals to be served, and (4) the criteria and method used for the distribution of funds.

Please review the State plan to ensure that all of the required assurances are addressed in the outline format provided. Do not assume that any assurance is self-explanatory.

- (4) As of October 1, 2001 (Federal Fiscal Year 2002), All States and the local eligible entities were required to participate in the mandatory ROMA performance measurement system. Please provide this information to the OCS as a part of your State Annual Report.

In agreement with States, Annual Reports must be submitted by March 31, 2006 for FY 2005 activities. The Annual Report is a narrative description of how the State and the local eligible entity met its goals and objectives and information on the types of projects supported with FY 2005 CSBG funds. Annual reports must contain ROMA outcome data which address the implementation of the national goals and measures. We recognize that many State programs have different program years; however, to the extent possible, reports should address the use and distribution of the FY 2005 allocation (CSBG grant awards received during the period of October 1, 2004 through September 30, 2005). Report should cover 12 months based on the most recent program year.

Previously, States submittal of information for use in the CSBG Information System Survey (CSBG/IS) was voluntary. Through the CSBG/IS, the National Association for State Community Services Programs (NASCSPP) is collecting the required Annual Report information for the Office of Community Services. This IM serves as a reminder that the information collected by NASCSPP fulfills the requirement of the CSBG statute and therefore the submittal of Annual Report data by States to NASCSPP is mandatory.

The Annual Report shall contain: information on the measured performance of the State and eligible entities in promoting self-sufficiency, family stability, and community revitalization; an accounting of the expenditure of CSBG funds, including those funds spent on administrative costs by the State and eligible entities; an accounting of funds spent by the eligible entities on the direct delivery of local services; information on the number of and characteristics of CSBG clients based on data collected from the eligible entities; a summary of training and technical assistance offered by the State to eligible entities to correct deficiencies; and, summaries of the planned and actual uses of CSBG funds.

Funds spent on administrative costs by the State and eligible entities and training and technical assistance offered by the State to eligible entities to correct deficiencies are critical areas of outcome data closely scrutinized by the Office of Management and Budget (OMB). Performance measurements and accountability play a major role during OMB review of the CSBG appropriation. Therefore, it is imperative that the statutory Annual Report provides performance measurement and results information collected and reported by States and eligible entities.

- (5) Administrative Requirements -- Please indicate the date of the last audit undertaken and the period for which the audit covers in compliance with the Single Audit Act. Include the required certifications regarding Anti-Lobbying, Drug Abuse, Debarment and Suspension and the Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, P.L. 103-227.

ADDITIONAL

INFORMATION: The following additional information should be useful in the development of your application:

- o Consolidated CSBG and Community Food and Nutrition Program (CFNP) (Block Grant Formula) application - You have the option of submitting a consolidated application for CSBG and CFNP

programs. CFN funds will be available contingent upon the availability of funds appropriated by the Congress. Submittal of a combined application is not a mandatory requirement. If you choose to submit a combined application, a separate implementation plan prepared in accordance with the legislation and regulations for each program should be submitted.

- o Waivers - OCS must approve waivers, in writing, before block grant funds can be used for construction purposes (reference Section 680 of the CSBG Act). If a State anticipates the need for a waiver, it may submit a waiver request as a separate part of the FY 2005 application. Waiver requests must be submitted to OCS by the State, NOT the subgrantee. If you anticipate the need for a waiver request, such request should address the requirements referenced in Section 678F of the CSBG Act.
- o Collaboration with Faith-Based Organizations – Section 679. Operational Rule.

"(a) Religious Organizations Included as Nongovernmental Providers.--For any program carried out by the Federal Government, or by a State or local government under this subtitle, the government shall consider, on the same basis as other nongovernmental organizations, religious organizations to provide the assistance under the program, so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment of the Constitution. Neither the Federal Government nor a State or local government receiving funds under this subtitle shall discriminate against an organization that provides assistance under, or applies to provide assistance under, this subtitle, on the basis that the organization has a religious character.

(b) Religious Character and Independence.

(1) In General. --A religious organization that provides assistance under a program described in subsection (a) shall retain its religious character and control over the definition, development, practice, and expression of its religious beliefs.

(2) Additional Safeguards.--Neither the Federal Government nor a State or a local government shall require a religious organization--

(A) to alter its form of internal governance, except (for purposes of administration of the community services block grant program) as provided in section 676B; or

(B) to remove religious art, icons, scripture, or other symbols; in order to be eligible to provide assistance under a program described in subsection (a).

(3) Employment Practices. --A religious organization's exemption provided under section 702 of the Civil Rights Act of 1964 (42 U.S.C. 2000e-1) regarding employment practices shall not be affected by its participation in, or receipt of funds from, program described in subsection (a).

(c) Limitations on Use of Funds for Certain Purposes.-

No funds provided directly to a religious organization to provide assistance under any program described in subsection (a) shall be expended for sectarian worship, instruction, or proselytization.

(d) Fiscal Accountability.--

(1) In General.--Except as provided in paragraph (2), any religious organization providing assistance under any program described in subsection (a) shall be subject to the same regulations as other nongovernmental organizations to account in accord with generally accepted accounting principles for the use of such funds provided under such program.

(2) Limited Audit. --Such organization shall segregate government funds provided under such program into a separate account. Only the government funds shall be subject to audit by the government.

(e) Treatment of Eligible Entities and Other Intermediate Organizations.--If an eligible entity or other organization (referred to in this subsection as an 'intermediate organization'), acting under a contract, or grant or other agreement, with the Federal Government or a State or local government, is given the authority under the contract or agreement to select nongovernmental organizations to provide assistance under the programs described in subsection (a), the intermediate organization shall have the same duties under this section as the government."

Applications should be mailed to:

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of State Assistance
Attention: Community Services Block Grant Program
370 L'Enfant Promenade S.W., 5th Floor West
Washington, D.C. 20447

Send an original and one copy of the State CSBG application. Current program and fiscal staff contact information should be included with the State application. If you need additional information, contact your assigned Division of State Assistance CSBG Program Manager. A list is attached which identifies your OCS contact person and the respective telephone number.

Margaret Washnitzer, D.S.W.
Director, Division of State Assistance
Office of Community Services

Attachments:

- CSBG Program Manager Listing
- Information Data Collection Form
- Model Outline for CSBG Plan
- Poverty Guidelines
- Federal Certifications
 - Lobbying
 - Debarment/Suspension
 - Drug Free Work Place
 - Environmental Tobacco Smoke